

PERSONNEL CLERK

NATURE OF WORK

This is responsible clerical personnel work in the maintenance of personnel records requiring specialized knowledge of broadly defined departmental policies and procedures.

Work involves responsibility for the application, without immediate supervision, of basic personnel principles and practices in the maintenance and upkeep of personnel records within the limits of an established personnel system. Employees in this class will maintain personnel records pertaining to pay, leave accrual and usage, merit evaluation forms, personnel change notices, insurance, pension, and other pertinent personnel information. Employees of this class may also perform routine and specialized clerical work involving the use of a microcomputer, calculator and other common office machines. Supervision is received from an administrative superior through periodic review of records and reports while closer supervision may be exercised for special assignments.

EXAMPLES OF WORK PERFORMED

Assists in the maintenance of City and County personnel files and computer records; reviews and approves City and County personnel actions for proper administrative approval as well as for accuracy of personnel action processing.

Maintains personnel records pertaining to pay, leave accrual and usage, merit evaluations, personnel change notices, insurance, pension and other records.

Assists with processing annual pay range adjustments.

Researches and answers inquiries by phone and by mail concerning current and past employees.

Enters information pertaining to applications for health, dental and life insurance coverage into the computer.

Interprets and explains routine personnel functions and policies to employees and the general public.

Prepares routine reports on a variety of personnel related issues involving data collection and analysis.

Operates office machinery such as a microcomputer and calculator in carrying out routine and specialized clerical operations.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of modern office methods, practices, and equipment.

Knowledge of modern public personnel practices and procedures.

Knowledge of personnel codes, rules, ordinances, regulations, established policies, and current labor contract provisions.

Knowledge of an on-line data entry computer system as it relates to personnel functions.

Some knowledge of health, dental, and life insurance policies, and the pension plans.

Ability to maintain personnel records and prepare reports from such records.

Ability to use independent judgment and discretion in making decisions in accordance with personnel codes, rules, regulations, and established policies, and labor contracts.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Skill in the operation of a microcomputer, calculator, and other common office machines.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by courses in business practices with experience in personnel work, preferably for a governmental subdivision.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent including or supplemented by courses in business practices and some experience in general typing and clerical work; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Personnel Director

4/74

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